



JOB OPPORTUNITY

CALIFORNIA DEPARTMENT OF INSURANCE

PERSONNEL SUPERVISOR I

\$3,658-\$4,579

**HUMAN RESOURCES MANAGEMENT DIVISION
SACRAMENTO**

RESPONSIBILITIES:

Under the general supervision of the Personnel Transaction Manager, the Personnel Supervisor I is responsible for the day to day operation of the Department's Personnel Transaction Unit. Assists in developing and training staff as necessary, monitors the skillset of the Transactions staff consisting of four Personnel Specialists; evaluates job performance, trains staff, and discipline actions if necessary; responsible for recruiting, hiring and training of staff. This unit provides various personnel services to over 1300 employees. The incumbent is the benefit officer for the following benefits: Flex Elect, Health, Dental, Vision, and Life Insurance for the entire department. Develops logical and creative solutions to unique problems; evaluates current operating procedures, determines how to correct or improve workflow through careful review of standard flow and processes in the unit to avoid unnecessary backlog; provides advice and service to departmental management and employees on complex, difficult, unusual, or delayed documentation issues. Provides management with the interpretation and/or application of laws, rules, and regulations; serves as the primary liaison to control agencies; defines problems, interprets existing rules, regulations and applies to specific situations; drafts, reviews and recommends procedures to be utilized throughout the Department; assists in the development and administration of standards, procedures for sick leave, vacation and overtime credits, and other programs as assigned. Directs HRIS system users and generates reports for all reporting units. The Personnel Supervisor is the Security Monitor for the State controller's Decentralized Personnel/Payroll Automated System.

DESIRABLE QUALIFICATIONS:

- Extensive technical knowledge of personnel transactions and strong supervisory skills.
- Ability to and experience in training and guiding new staff.
- Ability to handle a wide variety of duties for a large number of employees concurrently.
- Experience in performing extremely detailed work with a high degree of accuracy.
- Ability to resolve complex problems over the telephone; work well with staff at all levels and possess excellent communication skills.
- Strong interpersonal skills.

WHO MAY APPLY:

Applications will be accepted from current State employees at the Personnel Supervisor I level, those within transfer range, or those with list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

APPLICATION PROCEDURE:

Send a completed standard State of California application to Tina Brown, Department of Insurance-Human Resources, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Please indicate "Personnel Supervisor I #413-191-1304-006" on the State application.** For additional information, please call (916) 492-3351.

FINAL FILING DATE: Wednesday, November 27, 2013 by 5:00 p.m. – Close of business

NOTE: Interested individuals must submit applications in order to be considered for this

11/13/13MF for TB

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



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